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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT
OF PUBLIC INSTRUCTION

TO: LEA and ISD Superintendents, Public School Academy Directors and Authorizers

FROM: Jeremy M. Hughes, Ph.D.
Deputy Superintendent/ Chief Academic Officer

DATE: February 9, 2006

SUBJ: 2006 School Report Card Including Updates to the SCHOOL SELF-ASSESSMENT (School Performance Indicators)

I am writing to announce the "window" for schools once again to respond to the School Self Assessment eleven school performance indicators that represent thirty-three percent (33%) of the composite grade on the Education YES! accreditation report card. In addition, a calendar of dates related to the 2006 Michigan School Report Card is included.

Window: February 21 through March 31, 2006.

No Changes: The School Self Assessment (SSA) has not been changed since first released in January, 2003. The web format and the content are the same. The State Board of Education has approved the new School Improvement Framework, which will form the Indicators of School Performance in the future. However, we will use the School Self-Assessment for one more data collection. Plans are being made for revisions to the indicators that will be used for the 2006-07 school year report card.

Web access: Access to the School Self Assessment will be through the website of **MI-Plan**, the on-line school improvement planning and process tool that has been developed by the Department of Education in partnership with the Center for Educational Performance and Information (CEPI). The web site address is: www.michigan.gov/miplan.

Passwords: A UserID and password are needed to log in to the MI-Plan application. UserIDs and passwords for each school building principal were sent to local district superintendents by CEPI in December 2003. In addition, the Department plans to send a customized email to each user as a reminder of the user's username and password for MI-Plan. In addition, each principal and superintendent will be emailed a reminder of the MI-Plan administrative username

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and password. If you are unable to locate your UserIDs and password, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517-335-0505. Please provide your name, telephone number, and fax number (with area code), e-mail address, district code and district name. A new password will be sent to you.

Note: Pre-Kindergarten buildings and Adult Education buildings do NOT need to fill out the School Self Assessment.

Superintendent Sign-Off: Superintendents will once again need to sign off on the submission of SSA data from their schools. Schools finishing the data entry and pushing the "Submit" button will be sending the data to the superintendent. When the superintendent pushes the "Submit" button the data will be forwarded to the Department of Education.

Beginning February 21:

- After logging in to the Mi-Plan application, you will have the option of going directly to the SSA data collection without having to navigate through the MI-Plan school improvement tool. A button will appear (after you have logged in) next to the Ed YES! status bar for this option.
- The SSA pages included in the MI Plan application will display the data submitted during last years' collection so that schools may simply make changes to indicator responses as needed to speed up the submission process and effort required.

Process: Although the principal is to push the "Submit" button, it was never intended that principals would be responsible to fill out the indicators alone. Principals are urged once again to use the indicators as a process tool to involve other stakeholders in helping a school "look at itself in the mirror" and measure its standing against the rubrics for each indicator. Although the indicators have a role to play in accountability, through the Report Card grades, they are also intended to be guidelines for school improvement, helping schools identify higher levels to which to aspire.

You might also recall that the State Board of Education approved a change to the *Education YES!* policy so that a school's indicator score cannot improve the school's composite score and grade by more than one letter grade more than the school's achievement grade. This means that a school that receives an "F" for achievement can receive a composite grade no higher than "D/Alert." Also, schools should be aware that the Department will publish both the school's self-rating and the evidence reported for each component. This information will be available to the public on the School Report Card when it is released.

Deadline: The deadline for submission of the School Self Assessment will be:

Friday, March 31, 2006 at 5:00 p.m. Eastern Daylight Time

Please note that this is the deadline for the school district superintendent to hit the "submit" button to send the School Self Assessments to the Department of Education. No extensions will be granted after the deadline. The School Self Assessment portion of MI-Plan will be closed at that time. The Department of Education will allow no adjustments to the School Self Assessment for the purposes of the School Report Card through the appeals process for the Report Card.

If you need help with a technical issue regarding the MI-Plan application, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517-335-0505. Please provide your name, telephone number, and fax number (with area code), e-mail address, district code, and district name.

2006 School Report Card: Data collection for the School Self Assessment is the first step in the 2006 School Report Card process. The following calendar has been prepared to let you know the schedule of important dates for the process of developing the 2006 Report Card:

Calendar for the 2006 Michigan School Report Card

	Elementary and Middle Schools	High Schools
Mi-Plan opens for Data Collection on School Performance Indicators	February 21	
Mi-Plan Data Collection on School Performance Indicators closes	March 31	
Report Card available to start appeals	April 17	June
Appeals Due	May 1	July
Data Corrections in Response to Appeals	May 29	July
Public Release of Michigan School Report Card	June 12	August

If you have questions about the School Report Card, please contact Paul Bielawski, Manager of Accreditation and Accountability in the Office of Educational Assessment and Accountability at bielawp@michigan.gov or at (517) 373-1342.